HCAi Department of Health Care Access and Information

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hcai.ca.gov

OPAA QUICK START GUIDE

1. If you have not already, register for an eSP user account (click the link to be taken to the User Guide)

2. For renewals, send an email to OPAA@hcai.ca.gov to request that your eSP user account be associated with the OPAA that you intend to renew;

   a. Provide your First and Last Name, and the email address under which your account was registered

   b. Provide the OPAA number that you wish to renew

3. Consult the OPAA User Guide for step-by-step instructions to request a new OPAA, renew an OPAA, or update OPAA Personnel;

   a. New: Refer to **Section 4 - Creating a new Preapproval application** and follow instructions through **Section 6 - OPAA Submittal in eCA** (page 7-20)

   b. Renewal: Refer to **Section 7 - OPAA Update/Renewal in eCA** (page 20-24)

   c. Update Personnel: Refer to **Section 8 - OPAA Personnel Update in eCA** (page 25-28)

   • **Please note**: A Personnel Update will only allow you to revise the Test Technicians and Special Inspectors, it will not allow you to make any other revisions to your OPAA application.

4. If you have any questions, please email OPAA@hcai.ca.gov

*See next page for additional instructions on required documents

REQUIRED DOCUMENTS (ATTACHMENTS)

I. **If any of the boxes in the "Current Accreditation" section are checked…**

Current Accreditation Details

CURRENT ACCREDITATION
Please select the accreditation(s) currently held by the agency (check all that apply). You will be required to attach a copy of the accreditation details for each later during this process.

- ✔ AASHTO Accreditation Program (AAP):
- ✔ International Accreditation Service (IAS):
- ✔ Laboratory Accreditation Program (LAB):
- ✔ ANSI-ASQ National Accreditation Board:
- ✔ National Voluntary Laboratory Accreditation Program (NVLAP):
- ✔ American Association of Laboratories Program (A2LA):
- ✔ Construction Materials Engineering Council (CMEC):
- ✔ Other:

If Other, Please Specify:

Latest Expiration Date (if any):

…then the following documents are required and should be uploaded in the "Attachments":

1. **Current Accreditation Certificate(s) including List of Tests and Special Inspections for which the Agency is Accredited**

II. **If "YES" is selected for the DSA-LEA Program …**

Division of the State Architect Laboratory Evaluation and Acceptance Program

DSA-LEA
Please provide accurate information.

* Is this Agency accepted in the Division of the State Architect Laboratory Evaluation and Acceptance Program, DSA-LEA?: ◉ Yes ○ No

LEA #:

LEA Extension Expiration Date:

Expiration Date:

…then the following documents are required and should be uploaded in the "Attachments":

1. **DSA-LEA Laboratory Qualification as posted at the DSA website:**
   https://www.apps2.dgs.ca.gov/DSA/Tracker/ApprovedLabs.aspx
2. **Latest Copy of DSA 100: LEA Program Application as Submitted to DSA**
3. **Latest Copy of DSA 220: LEA Program On-Site Assessment Report**
4. **Latest Copy of DSA Acceptance (letter) of the Agency into the LEA program**

III. **If you have included any Test Technicians and/or Special Inspectors…**

…then the following documents are required and should be uploaded in the "Attachments":

1. **Copy of Test Technician/Individual Special Inspector's License/Certification showing expiration dates(s)**